



CITY OF LODI COUNCIL COMMUNICATION

AGENDA TITLE: Adopt Resolution Approving Contract Addendum with Dyett and Bhatia, Urban and Regional Planners, to prepare the Housing Element of the General Plan in the amount of \$69,750

MEETING DATE: March 18, 2009

PREPARED BY: Community Development Director

RECOMMENDED ACTION: Adopt Resolution Approving Contract Addendum with Dyett and Bhatia, Urban and Regional Planners, to prepare the Housing Element of the General Plan in the amount of \$69,750.

BACKGROUND INFORMATION: In May, 2006, the City Council authorized the City Manager to enter into a contract with Dyett and Bhatia in the amount of \$920,020 for the preparation of the General Plan. The sole required element not included with that scope of work was the Housing Element. At that time, the current Housing Element was satisfactory. Since then, the San Joaquin Council of Governments has completed the Regional Housing Needs Assessment, which is the precursor for state-mandated updates of all Housing Elements. The new assessment provides the framework necessary to proceed with a new Housing Element for the General Plan Update.

Dyett and Bhatia are uniquely qualified to undertake this work at this time. They will be able to fold the requirements into the current scope of work and schedule without an effect on the overall General Plan program. Dyett and Bhatia are currently preparing seven housing elements for jurisdictions around the state including the cities of Turlock, Concord and Santa Clara. Moreover, the cost savings in having Dyett and Bhatia complete the plan would be approximately \$30,000 compared to a stand-alone contract.

FISCAL IMPACT: Approving the \$69,750 contract addendum to the General Plan Update will save approximately \$30,000 compared to having another consultant prepare the Housing Element.

FUNDING AVAILABLE: \$69,750 from the Capital Improvement Program (1218050.1825.2300).


 Jordan Ayers
 Jordan Ayers
 Deputy City Manager/Internal Services Director


 Konradt Bartlam
 Community Development Director

Attachments: Proposal & Scope of Work

APPROVED: 
 Blair King, City Manager

DYETT & BHATIA

Urban and Regional Planners

January 8, 2009

Mr. Rad Bartlam
Interim Community Development Director
City of Lodi
221 W. Pine Street
Lodi, CA 95240

Re: Proposal for Housing Element Update

Dear Rad:

We are pleased to submit this scope of work for the Housing Element Update for your consideration. This assignment interests us tremendously because it builds upon our current General Plan work for the City, and our concurrent work on other housing elements.

Dyett & Bhatia brings exceptional housing element experience. We are currently preparing seven housing elements: Turlock, Belmont, Concord, Rohnert Park, Santa Clara, San Bruno, and San Pablo, and recently completed the Redlands Housing Element. Our experience with Southern California communities (that are a year ahead in the Housing Element update cycle) has provided us with an understanding of recent changes in State law and HCD expectations.

We have outlined a comprehensive scope of work that will build on the existing Housing Element, and a budget that reflects synergies with the General Plan Update. We will be able to prepare a draft ready for Planning Commission review in about three to four months' time. The timing of the update will allow housing sites information from the Preferred Plan to be integrated into the Housing Element, and utilize the General Plan environmental review and hearings, without any additional costs.

The community outreach program includes stakeholders' forum and two Planning Commission study sessions prior to HCD review. A community open house will be folded into General Plan outreach, as well as an additional hearing focused on the Housing Element, if necessary. The Element will be prepared in accordance with the HCD's requirements; it will also be a user-friendly document that will help the City meet its housing needs and policy objectives.

We would be happy to alter our scope and budget to better meet your needs. We look forward to the opportunity to continue working with you.

Cordially,

DYETT & BHATIA, Urban and Regional Planners



Rajeev Bhatia, AICP ASLA
Principal

I Scope of Work

I.1 SCOPE OF WORK

This document describes our proposed work program for the Lodi Housing Element Update. The program is organized into four tasks, from project initiation to publishing the final Housing Element and environmental review documents. Work products, outreach activities, and City Council/Planning Commission workshops are also shown.

The task-by-task descriptions that follow present our approach to data collection, policy formulation and preparation of the documents. Each task description includes a purpose statement at the beginning.

Task I: Assessment

Task 1 includes assessment of housing needs, conditions, constraints, and accomplishments of the previous Housing Element. A kickoff meeting with staff will help to finalize the public participation program and identify key issues and opportunities.

- A. **Kickoff Meeting with Staff.** At this meeting, the work program, project milestones and public participation program will be reviewed, and date for the stakeholder forum established.
- B. **Needs Assessment.** The Housing Needs Assessment Chapter of the Housing Element will be comprehensively updated with the most current data available. Up-to-date housing market data will be added for rental and ownership units, reflecting both the trends of the past few years and more recent changes.
- C. **Constraints Analysis.** An analysis of current regulations (possible governmental constraints) and their impacts on housing production will be conducted. Non-governmental constraints will also be examined.
- D. **Accomplishments Review.** As mandated by State law, the current Housing Element will be reviewed for accomplishments since the last Element was completed; this analysis will assist in developing new programs and policies. This effort will be a City staff responsibility, using an evaluation matrix prepared by D&B. A discussion with City staff will be held to confirm whether existing programs have already been completed, which ones are working well and should be carried forward, and which ones need to be refined, redefined, or dropped.
- E. **Legislative Update.** New State laws enacted since 2004 will be critically evaluated, and a comprehensive review of the City's policies and regulations undertaken to ensure that no illegal constraints on housing are listed in City code. The new legislation covers

issues such as providing adequate housing for extremely low-income households, allowing emergency shelter in residential zone(s), by-right allowance of second units, parcel-level identification of sites to provide for adequate housing development, and increased attention toward housing for persons with disabilities. New legislation since 2004 includes:

- SB 2 (2007), requiring cities to identify zones where emergency shelters are allowed as a permitted use;
- AB 2634 (2006), requiring the quantification of housing need for a community's extremely low income households;
- SB 575 (2005), spelling out fines and procedures for housing elements that do not meet State requirements;
- AB 1233 (2005), requiring that sites identified in the previous housing element that required rezoning but were not rezoned be rezoned within the first year of the new planning period;
- AB 2348 (2004), revising the criteria for identifying land suitable for residential development; and
- SB 1818 (2004), allowing new density bonuses of up to 35 percent for affordable housing developments.

Meetings: Kickoff meeting with City Staff

*Products: Memorandum summarizing housing needs and market constraints
Memorandum on local regulatory constraints*

Task 2: Sites Evaluation and Community Outreach

During this task, we will identify opportunity sites for market-rate and affordable housing and assess overall residential buildout. A stakeholder forum and study session with the Planning Commission will help to further assess existing programs and policies and define additional and changing needs.

- A. Identification and Inventory of Housing Sites.** A new inventory of sites will be undertaken, based on the 2004 Housing Element and the vacant and underutilized sites analysis D&B has already completed as part of the General Plan Update. Vacant and underutilized sites, as well as development projects, have already been analyzed and mapped using GIS. D&B will review these sites with City staff to determine appropriate sites to fulfill the RHNA. Our assumption is that this process will reveal that adequate sites are available and that General Plan changes (to the draft Preferred Plan underway) will not be necessary.
- B. Assessment of Housing at City Buildout/Match with Needs.** The current regional housing needs allocation for Lodi calls for 3,891 new housing units—a 17 percent

increase in its existing housing stock. Of the new units, the San Joaquin Council of Governments (SJCOG) requires that 25 percent be for very low-, 17 percent and low-income households, 18 percent for moderate-income households and the remaining 40 percent for above moderate-income households. Existing General Plan and zoning designations will be applied to the housing sites resulting from sub-task A above to determine development potential. Housing quantities will be tabulated by density and compared against need by income group; any resulting deficits will be identified. A memorandum that addresses housing opportunity sites and their development potential will be prepared.

- C. **Community Outreach.** Development of a Housing Element that responds to community needs and receives community acceptance requires significant public input. D&B will hold a forum with a group of housing stakeholders at City Hall. If necessary, City staff would host additional outreach meetings with other affected populations and communicate what was heard to D&B for use in developing the Element. Community outreach activities held during the General Plan Update will also be used to inform policy development for the Housing Element.
- D. **Planning Commission Study Session #1.** At this meeting, the Planning Commission will be provided with background information, including an introduction to housing element law and requirements; review of housing needs; review of housing constraints; and relationship between RHNA and sites inventory. The Planning Commission will be afforded the opportunity to discuss issues, methods to overcome constraints, and topics that may be controversial, such as potential affordable housing policies.

Meetings: Stakeholder Forum

Planning Commission Study Session

Products: Memorandum and map of potential housing development sites

Task 3: Draft Housing Element

The updated Housing Element will address the 2007-2014 planning period and will use a format that is consistent with the overall General Plan. The Element will include the final RHNA numbers set by SJCOG, as adopted on August 28, 2008. New housing programs needed to meet the housing needs for the City will be identified. For each housing program proposed for the updated Housing Element, D&B will define and quantify its objectives (number of units to be produced in a specified timeframe by income group). An administrative Draft will be prepared and then revised based on a consolidated set of City staff comments. The Draft Element will then be presented to the Planning Commission for review and comments prior to HCD review.

A. Administrative Draft Housing Element. As required by State law and the Department of Housing and Community Development’s “Building Blocks for Effective Housing Elements,” the Housing Element will include:

- Demonstration of site development capacity equivalent to, or exceeding, the projected housing need in the RHNA.
- Facilitation of a diversity of housing types to serve a variety of income groups.
- Review of the previous Element’s goals, objectives, policies, and programs; comparison of the previous Element’s projections against actual achievement; and description of how the goals, policies, and programs in the updated Element have been changed to incorporate lessons learned. New goals, policies, and programs will be formed based on feedback from community members and other stakeholders. Programs dealing specifically with sustainability and energy will be evaluated and recommended. These could include programs dealing with energy efficiency, green building, and AB 32 or other State legislation. For each housing program proposed for the updated Housing Element, we will work with City staff to define and quantify its objectives (number of units to be produced, in a specified timeframe, by income group). These will be submitted to City staff for review and comment.
- Description of how the City of Lodi made a diligent effort to achieve public participation from all economic segments of the community in the development of the Housing Element.
- An inventory of housing resources and constraints, including an analysis of population and household characteristics and needs; an inventory of land; analysis of governmental and non-governmental constraints; analysis of special housing needs; analysis of energy conservation opportunities; and analysis of subsidized housing at risk of converting to market-rate housing.
- A five-year (from adoption in 2009 until the end of the planning period in 2014) schedule of actions to achieve the goals and objectives of the Housing Element.
- Conservation and improvement of existing affordable housing stock.
- Promotion of equal housing opportunities for all persons.
- Quantification of objectives by income level for the construction, rehabilitation, and conservation of housing.

Based on the assessment of housing needs, constraints, and opportunities, as well as past accomplishments, the summary discussion of housing programs for the Housing Element will be designed to:

- Make available sites at adequate densities and development standards to facilitate and encourage a variety of housing types for all socioeconomic segments of the community, including those with special needs;
- Facilitate and encourage the provision of affordable housing for extremely low-, very low, low- and moderate-income households;
- Improve and preserve the City's affordable housing stock;
- Mitigate constraints to the development, improvement, and preservation of housing; and
- Promote equal housing opportunity.

The document will include maps and graphics showing the location of sites identified to meet the City's housing allocation. The sites maps will be created with geographic information systems (GIS), using data from the General Plan update.

- B. Planning Commission Study Session #2.** Key choices relating to objectives, policies, and/or action programs (such as density bonuses, affordable housing, etc.) will be reviewed with the Planning Commission in a study session, prior to preparing the HCD Review Draft Housing Element.
- C. City Review/HCD Draft.** The Administrative Draft will be submitted to City staff and then revised based on a consolidated set of City staff comments. After Staff comments have been incorporated into the Administrative Draft, an HCD Review Draft will be created.

Meetings: Planning Commission Study Session

*Products: Administrative Draft Housing Element
HCD Review Draft Housing Element*

Task 4: HCD Review, Environmental Review, and Adoption

- A. HCD Review/Public Review Draft Housing Element.** The Draft Housing Element shall be submitted to HCD for review, with the goal of gaining certification on the first iteration, but understanding that this is uncommon. Consequently, Task 4 could include two rounds of HCD review (60 days apiece). If required, a second HCD Review Draft, with revisions in underline/strikeout format will be prepared. Meetings and/or conference calls with HCD and City staff to discuss comments will be scheduled as necessary and changes necessary for HCD approval will be made. We will also consult with HCD staff regarding changes to text required by the Planning Commission or the City Council.

Following HCD review, the Hearing Draft of the Housing Element will be finalized. This will be formatted to be consistent with the style and the layout of the General Plan to provide an integrated look and feel.

- B. Environmental Review.** The Housing Element will be reviewed alongside the rest of the General Plan in the General Plan EIR expected to be completed in 2009. D&B assumes that no new housing sites will have to be rezoned to meet the 2007-2014 RHNA.
- C. Community Open House on Draft Housing Element.** The open house on the General Plan (already part of the D&B Scope of Work) will serve as the open house on the Housing Element as well.
- D. Hearings.** Once the Draft Element is certified by HCD, a Public Hearing Draft Housing Element will be prepared (likely to be incorporated as part of the overall Public Review Draft of the General Plan). Our budget includes attendance at one additional (in addition to hearings already included in our General Plan scope) hearing on the Housing Element with the Planning Commission and/or the City Council.
- E. Adopted Housing Element.** Following City Council action, the adopted Housing Element will be prepared.

Meetings: *Community Open House*
Public Hearings (1)

Products: *HCD 2nd Review Draft*
Hearing Draft Housing Element
Adopted Housing Element

1.2 SUMMARY OF MEETINGS AND PRODUCTS

MEETINGS

Our work program includes the following meetings:

- Kickoff Meeting with staff
- Additional meetings with staff (as appropriate)
- Stakeholder Forum
- Planning Commission Study Sessions (2)
- Public Hearings (1, in addition to those already included in the General Plan Scope of Work)

PRODUCTS

Our work program envisions preparation of the following products:

- Memorandum summarizing housing needs and market constraints
- Memorandum on local regulatory constraints
- Memorandum and map of potential housing development sites.
- Administrative Draft Housing Element
- HCD Review Draft Housing Element
- HCD 2nd Review Draft Housing Element
- Hearing Draft Housing Element
- Adopted Housing Element

One hardcopy and electronic copies of all documents will be provided to City staff. Hard copies will also be provided as needed to HCD.

2 Schedule & Budget

2.1 SCHEDULE

The Housing Element will follow a parallel schedule to the General Plan Update. In this way, the Housing Element can reflect land use designations and policy measures of the updated General Plan and can be included in the General Plan EIR.

2.2 BUDGET

The total cost for the scope of work is \$69,750. An estimate of both hours and costs are identified in the table that follows. The four tasks that account for the technical scope of work are described on the left-hand side of the budget and sum to \$54,030, while \$15,720 is allocated for public participation. These costs include preparation and attendance at study sessions and hearings, and a stakeholder forum.

Proposed Budget for Lodi Housing Element
HOURS BY TASK

	Task 1	Task 2	Task 3	Task 4	SUB-TOTAL	Community Outreach and Meetings		GRAND TOTAL
	Assessment	Sites Evaluation and Community Outreach	Draft Housing Element	HCD Review, Environmental Review & Adoption		Planning Commission & City Council Meetings/ Hearings	Stakeholder Forum	
Rajeev Bhatia, Principal	30	20	20	16	86	24	12	122
Vivian Kahn, Associate Principal		8	12	8	28	8	8	44
Jean Eisberg, Associate	40	40	58	24	162	24	24	210
Laura Machala, Planner	12	8	18	8	46	-	-	46
GIS/Computer Mapping	-	32	16	8	56	-	-	56
Graphic Design				32	32	-	-	32
Project Associate	8	8	30	16	62	8	8	78
TOTAL HOURS	90	116	154	112	472	64	52	588

Note: Hours/Budget by Task is provided for informational purposes only; Dyett & Bhatia reserves the right to change this allocation provided overall budget and scope of work is not affected.

Proposed Budget for Lodi Housing Element
BUDGET BY TASK

	Hourly Rate	Task 1	Task 2	Task 3	Task 4	SUB-TOTAL	Community Outreach and Meetings		GRAND TOTAL
		Assessment	Sites Evaluation and Community Outreach	Draft Housing Element	HCD Review, Environmental Review & Adoption		Planning Commission & City Council Meetings/ Hearings	Stakeholder Forum	
Rajeev Bhatia, Principal	\$ 195	\$ 5,850	\$ 3,900	\$ 3,900	\$ 3,120	\$ 16,770	\$ 4,680	\$ 2,340	\$ 23,790
Vivian Kahn, Associate Principal	175	-	1,400	2,100	1,400	4,900	1,400	1,400	7,700
Jean Eisberg, Associate	95	3,800	3,800	5,510	2,280	15,390	2,280	2,280	19,950
Laura Machala, Planner	90	1,080	720	1,620	720	4,140	-	-	4,140
GIS/Computer Mapping	95	-	3,040	1,520	760	5,320	-	-	5,320
Graphic Design	90	-	-	-	2,880	2,880	-	-	2,880
Project Associate	65	520	520	1,950	1,040	4,030	520	520	5,070
Direct Costs		100	100	200	200	600	200	100	900
TOTAL		11,350	13,480	16,800	12,400	54,030	9,080	6,640	69,750

Note: Hours/Budget by Task is provided for informational purposes only; Dyett & Bhatia reserves the right to change this allocation provided overall budget and scope of work is not affected.

RESOLUTION NO. 2009-29

A RESOLUTION OF THE LODI CITY COUNCIL
AUTHORIZING THE CITY MANAGER TO EXECUTE
CONTRACT ADDENDUM WITH DYETT & BHATIA FOR
SERVICES RELATED TO THE PREPARATION OF THE
HOUSING ELEMENT OF THE GENERAL PLAN

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WHEREAS, in May 2006, the City Council authorized the City Manager to enter into a contract with Dyett and Bhatia in the amount of \$920,020 for the preparation of the General Plan; and

WHEREAS, the sole required element not included with that scope of work was the Housing Element, which at that time the current Housing Element was satisfactory; and

WHEREAS, since then, the San Joaquin Council of Governments has completed the Regional Housing Needs Assessment, which is the precursor for state-mandated updates of all Housing Elements. The new assessment provides the framework necessary to proceed with a new Housing Element for the General Plan Update; and

WHEREAS, staff recommends that the City Council approve the Contract addendum with Dyett and Bhatia for the preparation of the Housing Element of the General Plan in an amount not to exceed \$69,750.

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby authorize the City Manager to execute a Contract Addendum with Dyett & Bhatia for services related to the preparation of the Housing Element of the General Plan in an amount not to exceed \$69,750.

Dated: March 18, 2009

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I hereby certify that Resolution No. 2009-29 was passed and adopted by the City Council of the City of Lodi in a regular meeting held March 18, 2009, by the following vote:

- AYES: COUNCIL MEMBERS – Hitchcock, Johnson, Katzakian, Mounce, and Mayor Hansen
- NOES: COUNCIL MEMBERS – None
- ABSENT: COUNCIL MEMBERS – None
- ABSTAIN: COUNCIL MEMBERS – None


RANDI JOHL
City Clerk